

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



October 25, 2002

ALL COUNTY INFORMATION NOTICE NO. I-79-02

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: CalWORKs ELIGIBILITY BUREAU (CEB) ANALYST ASSIGNMENT

This is to inform you that the CEB has made some staffing and assignment changes. An updated listing of the analyst assignment is attached for your reference.

If you have any questions regarding a particular assignment area, please contact the individual analyst at the telephone number on your updated listing. We recognize that many counties have a designated CalWORKs Program contact and we encourage you to make your inquiries through that contact person. If a written response is necessary, please state your inquiries in writing. We appreciate your help in this regard and will make every effort to respond to your needs.

Sincerely,

*Original signed by*  
*Charr Lee Metsker*

CHARR LEE METSKER, Chief  
Employment & Eligibility Branch

Attachment

c: CWDA  
CSAC

**CalWORKs Eligibility Bureau - Analyst Assignments**  
**Effective October 2002**

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 ALL NUMBERS ARE WITHIN THE 916 AREA CODE

19-000 to 19-008	Confidentiality	Vince Toolan	654-1808
22-071	Adequate Notice	Shawn Bradley	653-8675
22-072	Timely Notice	Shawn Bradley	653-8675
40-034	Drug/Fleeing Felons	Paulette Stokes	654-3386
40-100 to 40-117	Reception	Cheryl Almquist	653-9546
40-105.3	Statewide Fingerprinting Image System (SFIS)	Vince Toolan	654-1808
40-105.4	Immunizations	Cheryl Almquist	653-9546
40-105.5	School Attendance	Ruth Van Den Berg	654-1786
40-107.14	Time-on-aid Informing	Charissa Miguelino	657-3665
40-118	Filing Unit	Bev Skillicorn	654-1068
40-119 to 40-128	Application Process	Cheryl Almquist	653-9546
40-129	Immediate Need	Cheryl Almquist	653-9546
40-131	Interview Requirements	Beverly Thomas	654-6127
40-157	Principles and Methods of Determining Eligibility	Cheryl Almquist	653-9546
40-159	Special Provisions for Determining Eligibility	Cheryl Almquist	653-9546
40-161	Home Visit	Beverly Thomas	654-6127
40-171	Action on Applications	Cheryl Almquist	653-9546
40-173	Notifying Applicants and Recipients	Shawn Bradley	653-8675
40-181	CW 7/Monthly Reporting	Eden Eulingborough	653-4992
40-181.2	Redeterminations	Eden Eulingborough	653-4992
40-183 to 40-197	Inter-county / Intra-program Transfers	Paulette Stokes	654-3386
41-400 to 41-441	Deprivation and Unemployment	Beverly Thomas	654-6127
41-450	Continued Absence of Parent	Beverly Thomas	654-6127
42-100	Age	Ruth Van Den Berg	654-1786
42-200	Property Definitions	Rosie Avena	654-1514
42-221	Transfer of Property	Rosie Avena	654-1514
42-301. and .302	60-Month Time Limit	Charissa Miguelino	657-3665
42-400 to 42-424	Residence	Rosie Avena	654-1514
42-430 to 42-435	Citizenship and Alienage	David Willey	654-3062
43-100 to 43-117	Responsible Relative	Ruth Van Den Berg	654-1786
43-119	Sponsored Aliens	David Willey	654-3062
43-200	Child Support	Ruth Van Den Berg	654-1786
44-100 to 44-133			
44-133.7 and .8	Income	Terry Mallin	653-8395

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44-133.5 and .6	Family Composition	Bev Skillicorn	654-1068
44-205	Establishing the Assistance Unit	Bev Skillicorn	654-1068
44-206	Persons Who Must Be Excluded From the AU	Bev Skillicorn	654-1068
44-207	Income Eligibility (Financial Eligibility)	Eden Eulingborough	653-4992
44-211	Special Needs	Rosie Avena	654-1514
44-211.5	Homeless Assistance	Rosie Avena	654-1514
44-212	MBSAC Definitions	Bev Skillicorn	654-1068
44-300 to 44-306	Aid Payments (schedules, payee, delivery)	Bev Skillicorn	654-1068
44-307	Voucher/Vendor Payments	Paulette Stokes	654-3386
44-309 to 44-311	Protective Payments and COLA	Bev Skillicorn	654-1068
44-313	Budgeting	Eden Eulingborough	653-4992
44-314	Maximum Family Grant (MFG)	Cheryl Almquist	653-9546
44-315	Grant Structure	Eden Eulingborough	653-4992
44-315.311	MBSAC/MAP Payment Levels	Bev Skillicorn	654-1068
44-316	Reporting Changes	Eden Eulingborough	653-4992
44-317 to 44-318	Beginning Date of Aid	Cheryl Almquist	653-9546
44-319	Initial Payments	Bev Skillicorn	654-1068
44-325	Changes in Payments	Bev Skillicorn	654-1068
44-327	Delayed Payments	Bev Skillicorn	654-1068
44-340	Underpayments	Eden Eulingborough	653-4992
44-350 to 44-355	Overpayments, Mandatory Inclusion O/P & U/P	Eden Eulingborough	653-4992
44-400 to 44-403	Reduced Income Supplemental Payments (RISP)	Bev Skillicorn	654-1068
50-000	Court Cases	Vince Toolan	654-1808
81-215	Diversion	Beverly Thomas	654-6127
82-500	Child Support	Ruth Van Den Berg	654-1786
82-610	Potentially Available Income	Terry Mallin	653-8395
82-612 to 82-614	Unemployment Benefits	Terry Mallin	653-8395
82-808	Caretaker Relatives	Bev Skillicorn	654-1068
82-812	Temporary Absence	Bev Skillicorn	654-1068
82-820 to 82-832	Assistance Unit	Bev Skillicorn	654-1068
89-110	Exempt/Nonexempt MAP	Bev Skillicorn	654-1068
89-130	Restricted Accounts and Individual Development Accounts	Rosie Avena	654-1514
89-201.1 and .4	Minor Parent Requirement	Bev Skillicorn	654-1068
89-201.5 and .6	Minor Parent (income)	Bev Skillicorn	654-1068

**CalWORKs Eligibility Bureau - Analyst Assignments**  
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Needy Family Definition	Paulette Stokes	654-3386
Two - Parent Program	Beverly Thomas	654-6127
Quarterly Reporting	Cora Myers	654-2236
	Eden Eulingborough	653-4992
Forms and Informing Coordinator	Shawn Bradley	653-8675
Notice of Action Coordinator	Shawn Bradley	653-8675
Legislative Coordinator	Jackie Shelley	654-1061
Litigation Coordinator	Vince Toolan	654-1808
Records Retention	Jackie Shelley	654-1061

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CAT Liaison	Ruth Van Den Berg	654-1786
County Plan Review (CalWORKs Eligibility Bureau only)	Paulette Stokes	654-3386
EBT Liaison (CalWORKs Eligibility Interface only)	Bev Skillicorn	654-1068
	Eden Eulingborough	653-4992
Public Records Act Request Coordinator	David Willey	654-3062
TANF State Plan	Ruth Van Den Berg	654-1786
TANF Reauthorization	Paulette Stokes	654-3386
Tribal TANF Liaison	Terry Mallin	653-8395
60-Month Time Limit Tracking/WDTIP Liaison	Charissa Miguelino	657-3665
60-Month Time Limit Safety Net	Cora Myers	654-2236
Family Reunification Liaison Kin Gap Liaison	Bev Skillicorn	654-1068
Medi - Cal Liaison	Rosie Avena	654-1514